

Date: June 2025

1. INTRODUCTION

The NatSIP Website, <u>https://www.natsip.org.uk</u> offers access to a wealth of resources. Some of these are behind a 'login wall', i.e. you need to be registered on the site and logged in before you can access them.

2. WHO CAN REGISTER?

Registration on the site is free and open to anyone. All you need is a valid, working email address that you can access, and a web browser.

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3. HOW DO I REGISTER?

- a) Go to the NatSIP Web Site at https://www.natsip.org.uk
- b) On the home page, on the right, you'll see a login box, with a 'Register...' link:

Login
Username or email:
Password:
Remember Me
Log in
Forgot username or password?
Register for your own account
Click

Click on the 'Register...' link.

c) You'll see a registration form:

Account Registration	
First Name	* * 9
Last Name	★ @ 6
Email	★ @ 8
Username	★ @ €
Password	★ ∅ ઉ
Verify Password	★ ₺ ᢒ
Job Title	★ @ 3
Organisation Name	★ @ 3
Security Code	Curind 📀
Enter Security Code	★ ⊕ 9
	Register for your own account

All the fields are required.

Complete the form, with your own name and e-mail address.

Be careful to get the e-mail address right, as our robot will use it for confirmation.

Required field | Tield visible on your profile | Field not visible on profile | Information: Point mouse to icon

d) Here's an example completed form:

First Name	Steve	Fill in the form fields
Last Name	J	* © ()
Email	steve@	★ @ ()
Username	SteveJ	* @ 0
	✓ The username 'Steve	eJ' is available.
Password	•••••	★ ∅ ઉ
Verify Password	•••••	* 10 🗊
Job Title	Web Techie	* • •
Organisation Name	NatSIP	* • •
Security Code	CUMING	2
	curma	***

🖈 Required field | 👁 Field visible on your profile | 🌮 Field not visible on profile | 🔀 Information: Point mouse to icon

Note that you can choose your own username, provided it isn't used already. The system checks if your choice is free.

button

e) Finally, click on the Register button at the bottom of the form

After a few seconds, you should see a message:

Registration Complete

An email with further instructions on how to complete your registration has been sent to the email address you provided. Please check your email (including your spambox) to complete your registration.

To have the email sent again, simply try logging in with the username and password from your registration.

f) Now check your e-mail. You should find an e-mail message from <u>registration@natsip.org.uk</u> that looks something like this:

NatSIP - Your Resistration is Pending Approval - Message (Plain Text)	_ 0 X
File Menus Message Adobe PDF	♥ 🕜
From: User Registration <registration@natsip.org.uk> Sent: Th</registration@natsip.org.uk>	u 10/09/2015 20:09
lo:steve Cr:	
Subject: NatSIP - Your Registration is Pending Approval	
Continue to	5
Thank you for registering at <u>www.natsip.org.uk</u> . Please confirm your email address by clicking on the following link:	
https://www.natsip.org.uk/index.php?option=com_comprofiler&view=confirm&confirmcode=regbfc0b553a4e71331cc3f39587583af070d9f55d4&ttemid=5	00
Once your email address is confirmed your login will be created automatically and you'll receive a second email with your registration details.	alink
Name: Steve J	5 III IK
Username: SteveJ	
We look forward to working with you.	
Best wishes,	
Lindsey Kousseau, NatSip Facilitator	
NOTE: This email was automatically generated from NatSIP (<u>https://www.natsip.org.uk</u>).	
	-
Use more about: User Kegistration.	2424 ^

You **must** click on the link in the e-mail to confirm your registration. [This is Outlook – your mail software may look different] g) When you click on the link, you should see a message:



Your account is now active. You may now log in!

Click on the home button (top R) to make the page refresh.

h) Now you can login:



Fill in your username and password, tick the 'remember me' box and click the login button. You can use your registered e-mail address instead of your username if you wish.

Note: What does 'Remember Me' do?

It sets a cookie on your machine saying that you are logged on. If you come back to the site later, the cookie will be recognised and you won't be asked to log in again.

The cookie **does not** contain your username or password, or any other identifiable details, so it's OK to use, even on shared or work computers.

We recommend that you use 'remember me' to reduce the number of times you need to enter your login credentials to the site.

i) The first time you log in, you will see your user profile.

Edit 🕶	
Views	0
Online Status	• ONLINE
Member Since	5 minutes ago
Last Online	less than a minute ago
Last Updated	-
Profile image Contact Info	
Formatted Name	Steve J (SteveJ)
First Name	Steve
Last Name	L
Email	Send Email
Username	SteveJ
Job Title	Web Techie
Organisation Name	NatSIP

If you need to, click on the 'Edit' button at the top to change things.

j) When you have finished editing your profile, click on 'Home' at the top right of the screen



When you are logged in as a registered user, you will see a 'Hi...' message appear in the upper right of the home page. There is a below this (it has a pencil icon) to edit your user profile and change your own password.

Steve J (natsipadmin) is logged in.



Ny profile and password

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